

FDA Management Guidelines when Evaluating Telework Requests

Below are areas of considerations for an FDA supervisor to consider when evaluating a telework request (*not being requested as part of a reasonable accommodation*), provided the employee has met the participation and eligibility requirements outlined in FDA SOP 600-04, FDA Telework Policy:

- Ability of employee to perform their work effectively while teleworking
- Impact on organization's mission
- Proposed work schedule
- Employee's grade
- Length of telework request
- Location of telework request (i.e. distance from duty station and time zone differences)
- Position responsibilities
- Employee's performance, how effectively can performance be evaluated remotely?
- Employee's conduct (e.g. time and attendance history)
- Other employees on same/similar PDs requesting telework; would the organization be able to support others in a similar manner?
- If the employee is a supervisor, impact on the organization and staff reporting to position
- Provision of a physical telework address that meets FDA requirements (i.e. not a PO Box)

When evaluating a request for 100% telework, also consider the following:

- Potential change in locality pay if duty station changes
- To maintain original duty station, employee must report to the duty station at least 2 days per pay period (at their cost)
- If duty station is changed, consider the frequency of need to return employee to original duty station & associated costs, (which would be incurred by agency)
- Need to return an employee to original duty station permanently with a specified timeframe outlined in a memorandum of understanding signed by the employee and supervisor.
- Length of service with agency
- Need to retain employee's specialized skills or experience; benefit to the agency

Requests to Telework Outside U.S. - Requests to telework outside of the United States are generally prohibited within FDA; exceptions may be considered by the Center/Office Executive Officer. Due to cybersecurity and counterintelligence risks, HHS prohibits the use of standard government furnished equipment (i.e. laptops and mobile phones) in foreign locations. If the request is in the best interest of the FDA from a mission perspective and warrants an exception to this Departmental policy, the supervisor shall seek concurrence from their Center/Office Executive Officer who would in turn consult with the FDA Chief Information Security Officer (CISO) and FDA Physical Security.

Please note: *These considerations are provided to help ensure a consistent use of telework across FDA. These considerations are provided in no particular order and do not alter official FDA policy on telework approval or eligibility requirements.*